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PROJECT PERIODIC REPORT

Grant Agreement number: 223758

Project acronym: PARSE.INSIGHT

Project title: INSIGHT into issues of Permanent Access to the Records of Science in Europe

Funding Scheme: Support Action (CSA-SA)

Date of latest version of Annex I against which the assessment will be made: 5 Dec 2007

Periodic report: 1st ☒ 2nd ☐ 3rd ☐ 4th ☐

Period covered: from 1 March 2008 to 28 February 2009

Name, title and organisation of the scientific representative of the project's coordinator:

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5. Project management

Major management issues

PARSE.Insight is a Support Action and as such must be sensitive to the external environment and any developments that occur in it. In order to achieve the expected impact, it must interact with external parties and is to some extent dependent on and constrained by them. Those who should be influenced by the project's results, or whom the project must consult, have their own priorities, activities and timetables, and PARSE.Insight must be sensitive to these and be prepared to adapt accordingly.

There have been three main consequences of this dependence on external factors.

(a) Reorientation of the project towards science data

At a consultation meeting organised by the EC in Lyon on 24 November 2008, a characterisation emerged of 'a broader science data infrastructure which is something which links together islands of resources and capabilities ... the main function of such a generic infrastructure (linking together, for example, individual discipline infrastructures) would be to enable multi-disciplinary studies'.

In consultation with the Project Officer, the project team saw an opportunity to reorient the project within the wider context of science data infrastructure, in which preservation is considered as part of a bigger picture of preservation, reuse and (open) access, rather than in isolation. PARSE.Insight can contribute to deepen the understanding of this triple issue and support informed decisions on, for example, the focus of future EC work programmes.

The basic proposal is to redirect effort from gap analysis and (especially) impact analysis to wider and deeper community insight and roadmap activities. The current plan has separate work packages for gap analysis and impact analysis. Gap analysis remains important, as it reveals the disparity between the current situation and the need for an adequate infrastructure. The impact analysis was intended to provide a framework and tool for exploring the effects of different options. It is the consortium's understanding that in place of this, the development of illustrative scenarios (as a kind of qualitative 'impact') within the roadmap work would be a more valuable use of effort.

Thus there has been very little effort spent on WP5 to date, and it is the consortium's expectation that a revision of the work plan will follow the first year's review of the project, to formalise this proposed change.

(b) Retiming of workshops

The Description of Work envisaged four workshops, one in WP6 on sustainability and three in WP7 on the roadmap, community and gap analysis, separated and spread in time between months 10 and 18. The sustainability workshop has indeed taken place, and is the subject of a deliverable submitted in the first year. The other workshops are still being planned. The roadmap workshop is now seen as a select gathering of important players, including the National Science Foundation (USA) if possible. The insight and gap analysis workshops are to be combined. It is hoped to hold one of these events in conjunction with an external event of some kind—possibly connected with the CASPAR project or the Alliance for Permanent Access. The consortium is actively working on

coming to firm dates, locations and target audiences for these events. In addition a closing workshop is now envisaged.

(c) Rescheduling of deliverables

In several Work Packages, deliverables have been postponed or re-scoped in response to either the greater than expected effort required or the dependencies on external parties. These changes are summarised below.

WP	Deliverable	Due date	Submission date	Comments
2	D2.1 Draft roadmap	M3	M12	Evolving document, developed further than originally envisaged.
3	D3.2 Inventory of communities	M3	M12 (current version)	Interactive map of key players and searchable database of R&D activity in Digital Preservation related technologies not included in current version.
3	D3.3 Case study reports	M12	M17	More time required for in-depth case studies including interviews.
3	D3.4 Survey report	M13	M14	Creation and distribution of the survey took longer than expected.
7	D7.2 Roadmap workshop	M10	?M20	Dependency on date of workshop
7	D7.3 Insight workshop	M15	?M20	Dependency on date of workshop
7	D7.4 Gap workshop	M18	?M20	Dependency on date of workshop


Project meetings

Project plenary meetings took place on the following dates:

Frankfurt, 16–17 April 2008 (kick-off meeting)
 Amsterdam, 8–9 September 2008
 Den Haag, 15–16 December 2008
 Frascati, 16–17 March 2009

In addition a number of smaller meetings, typically for particular work packages, have been held, but these are not listed here.

There are regular management telephone conferences every two weeks, and the notes of these (as of all meetings) are maintained on the project wiki. An email list has been established for circulation to all members of the project team. The project wiki is restricted to those registered with user name and password, and provides a convenient medium for disseminating information such as minutes of meetings, working documents and draft deliverables. A screen shot of the front page of the wiki is shown below.



Jump

Search

Main

Hello Simon Lambert

→ Create personal sidebar

Main Web

Create New Topic

Index

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Changes

Notifications

Statistics

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TWiki Tip of the Day
SpreadSheetPlugin for dynamic content
Over 60 formulae are available through the SpreadSheetPlugin.
For Example:
\$AVERAGE() \$IF ...
Read on

Webs

Main

Sandbox

TWiki

You are here: TWiki > Main Web > WebHome

Edit

WYSIWYG

Attach

P

r52 - 18 Mar 2009 - 17:12:15 - Dav

Welcome to the Main web for PARSE

Add your name to [WebNotify](#) if you want to receive an email about changes to this Wiki.

A list of users and a link to reset your password can be found at [Wiki User List](#)

An RSS feed is available [here](#)

Regular management teleconferences are held every two weeks on Monday at 10:00 (= 9:00 in UK).

- Dial-in number: +41227676000 (English, Main)
- Access codes: 0145762 (Participant)

[Final version of the Description of Work](#)

Details of the Alliance for Permanent Access are available at <http://www.alliancepermanentaccess.eu/>

The management website, where you may enter your effort booking on PARSE.Insight for each month, can be found [here](#).

Meetings & Events

List of external events

Communication and contact information

Consortium Agreement


WP1 Project Management

Project Glossary

WP2 Development of Roadmap

In addition to the wiki, there is a private management website used mainly for recording effort spent by each partner per month. This allows the production of reports. A typical screen shot is shown below.


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Permanent Access to the Records of Science in Europe

- » [Home](#)
- » [Manage Staff](#)
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27 entry days left for May
 Last Entry date
 for May period : 14-Jun-2009

» Reports >
 

By People
By Organisation
By Tasks
By Work Packages
Weekly
By Months
Overall Task Summary
Website Access

Who is working on Task31

Name	Logged Percentage	Period
Andre Holzner	22	Apr-2008
Jeffrey van der Hoeven	7	Apr-2008
Ada Beate Sturm	10	May-2008
Jeffrey van der Hoeven	11	May-2008
Simon Lambert	10	May-2008
Jeffrey van der Hoeven	10	Jun-2008
Simon Lambert	10	Jun-2008
Jeffrey van der Hoeven	85	Jul-2008
Tom Kuipers	62	Jul-2008
Jeffrey van der Hoeven	10	Aug-2008
Tom Kuipers	46	Aug-2008
Jeffrey van der Hoeven	4	Sep-2008
Ada Beate Sturm	5	Oct-2008
Ada Beate Sturm	5	Oct-2008
Ada Beate Sturm	39	Jan-2009
Jeffrey van der Hoeven	3	Jan-2009
Jeffrey van der Hoeven	4	Feb-2009
Jeffrey van der Hoeven	10	Mar-2009
Total Percentage:	353	


[Download As a csv Excel File](#)

Formalities

There have been no changes in the composition of the consortium or the legal status of any beneficiaries.

At the time of writing, the Consortium Agreement is close to signature.

Effort spent in management work package

Table of person-months per partner compared with DoW (total for whole project)

	Beneficiary	Person-months spent in first year	Total person-months in WP from DoW
1	STFC	1.65	6
2	KB	1.01	1
3	DNB	0.6	0.5
4	MPG	1.55	0.5
5	STM	0.63	0.5
6	ESA	0.86	1
7	FUH	1.58	1
8	CERN	0.47	1
9	UGOE	0.64	0.5

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6. Explanation of the use of the resources

TABLE 3.1 PERSONNEL, SUBCONTRACTING AND OTHER MAJOR DIRECT COST ITEMS FOR BENEFICIARY 1 (STFC) FOR THE PERIOD			
Work Package	Item description	Amount	Explanations
1, 2, 3, 4, 6, 7	Personnel costs	31054 €	Project work by David Giaretta, Simon Lambert and Esther Conway
	Subcontracting	—	
	Costs of WP6 workshop in United States	4629 €	
	Remaining direct costs	10030 €	Mostly travel costs
TOTAL DIRECT COSTS ¹		45713 €	

TABLE 3.2 PERSONNEL, SUBCONTRACTING AND OTHER MAJOR DIRECT COST ITEMS FOR BENEFICIARY 2 (KB) FOR THE PERIOD			
Work Package	Item description	Amount	Explanations
1, 2, 3, 4, 7	Personnel costs	45060 €	Jeffrey van der Hoeven and Tom Kuipers
	Subcontracting	—	
3	Survey hosting platform	204 €	
1, 2, 3, 7	Remaining direct costs	5897 €	Mostly travel costs
TOTAL DIRECT COSTS ¹		51161 €	

TABLE 3.3 PERSONNEL, SUBCONTRACTING AND OTHER MAJOR DIRECT COST ITEMS FOR BENEFICIARY 3 (DNB) FOR THE PERIOD			
Work Package	Item description	Amount	Explanations
1, 2, 3, 4	Personnel costs	21429 €	Salaries for Mrs Schrimpf (471 hours x 34,86 €/h) and Mrs Oster (256 hours x 19,57 €/h)
	Subcontracting	—	
	Remaining direct costs	921 €	Travel costs
TOTAL DIRECT COSTS ¹		22350 €	

TABLE 3.4 PERSONNEL, SUBCONTRACTING AND OTHER MAJOR DIRECT COST ITEMS FOR BENEFICIARY 4 (MPG) FOR THE PERIOD			
Work Package	Item description	Amount	Explanations
	Personnel costs	0 €	The work is divided between MPG and UGOE and the project worker is employed by UGOE so the costs appear there.
	Subcontracting	—	
	Remaining direct costs	2488 €	Travel costs

¹ Total direct costs have to be coherent with the direct costs claimed in Form C

TOTAL DIRECT COSTS ¹	2488 €	
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TABLE 3.5 PERSONNEL, SUBCONTRACTING AND OTHER MAJOR DIRECT COST ITEMS FOR BENEFICIARY 5 (STM) FOR THE PERIOD

Work Package	Item description	Amount	Explanations
1, 2, 3, 4, 7	Personnel costs	35045 €	Personnel cost of part time staff involved
	Subcontracting	—	
	Remaining direct costs	1730 €	Travel costs
TOTAL DIRECT COSTS ¹		36775 €	

TABLE 3.6 PERSONNEL, SUBCONTRACTING AND OTHER MAJOR DIRECT COST ITEMS FOR BENEFICIARY 6 (ESA) FOR THE PERIOD

Work Package	Item description	Amount	Explanations
1, 2, 3, 6	Personnel costs	60516 €	Salaries of 2 ESA Staff, 1 Research Fellow and 2 Contractors
	Subcontracting	—	
	Remaining direct costs	908 €	Travel costs
TOTAL DIRECT COSTS ¹		61424 €	

TABLE 3.7 PERSONNEL, SUBCONTRACTING AND OTHER MAJOR DIRECT COST ITEMS FOR BENEFICIARY 7 (FUH) FOR THE PERIOD

Work Package	Item description	Amount	Explanations
1, 2, 3, 4, 5, 6, 7	Personnel costs	32533 €	Salary of the project workers Björn Werkmann and Dr. Moritz Gomm
	Subcontracting	—	
	Remaining direct costs	542 €	Travel costs
TOTAL DIRECT COSTS ¹		€33075	

TABLE 3.8 PERSONNEL, SUBCONTRACTING AND OTHER MAJOR DIRECT COST ITEMS FOR BENEFICIARY 8 (CERN) FOR THE PERIOD

Work Package	Item description	Amount	Explanations
1, 2, 3, 4, 5, 6, 7	Personnel costs	73752 €	Personnel costs for S. Mele and A. Holzner
	Subcontracting	—	
	Remaining direct costs	17018 €	Travel costs and subsistence paid to Project Associate
TOTAL DIRECT COSTS ¹		90770 €	

TABLE 3.9 PERSONNEL, SUBCONTRACTING AND OTHER MAJOR DIRECT COST ITEMS FOR

BENEFICIARY 9 (UGOE) FOR THE PERIOD			
Work Package	Item description	Amount	Explanations
1, 2, 3, 4, 5, 6, 7	Personnel costs	46587 €	Salary for one postdoctoral research fellow (100 percent) for ten month; salary for two members of a research staff (each 25 percent), each for 4.5 month
	Subcontracting	—	
1, 2, 3, 4, 5, 6, 7	Remaining direct costs	2415 €	Travel costs for the members of a research staff mentioned above, other direct costs
TOTAL DIRECT COSTS¹		49002 €	

7. Financial statements – Form C and Summary financial report

Please submit a separate financial statement from each beneficiary (if Special Clause 10 applies to your Grant Agreement, please include a separate financial statement from each third party as well) together with a summary financial report which consolidates the claimed Community contribution of all the beneficiaries in an aggregate form, based on the information provided in Form C (Annex VI) by each beneficiary.

When applicable, certificates on financial statements shall be submitted by the concerned beneficiaries according to Article II.4.4 of the Grant Agreement.

IMPORTANT:

Form C varies with the funding scheme used. Please make sure that you use the correct form corresponding to your project. Templates for Form C are provided in Annex VI of the Grant Agreement. An example for collaborative projects is enclosed hereafter. A Web-based online tool for completing and submitting the forms C is under preparation. If you have to submit forms C before the tool becomes available, please ask your Commission project officer for an Excel version of the form.

If some beneficiaries in security research have two different rates of funding (part of the funding may reach 75% in reference with Article 33.1 of the EC rules for participation - REGULATION (EC) No 1906/2006) then two separate financial statements should be filled by the concerned beneficiaries and two lines should be entered for these beneficiaries in the summary financial report.

8. Certificates

List of Certificates which are due for this period, in accordance with Article II.4.4 of the Grant Agreement.

Beneficiary	Organisation short name	Certificate on the financial statements provided? yes / no	Any useful comment, in particular if a certificate is not provided
1	STFC	No	
2	KB	No	
3	DNB	No	
4	MPG	No	
5	STM	No	
6	ESA	No	
7	FUH	No	
8	CERN	No	
9	UGOE	No	

A copy of each duly signed certificate on the financial statements (Form C) or on the methodology should be included in this section, according to the table above (signed originals to be sent in parallel by post).